**PAG Meeting December 2, 2009 (Library Lab)**

**Semester Close-out & New Semester Preparations**

**Goals:** Veteran and novice teachers will continue to build a cohesive mentoring group.

Veteran teachers will explain procedures & policies for closing out the first

semester with samples and direct practice with Skyward.

Veteran and novice teachers will “share and steal” effective general procedures

and those for monitoring student progress and providing feedback.

**Cookies & lemonade**

**\*Introduction/conclusion – PowerPoint with teacher cartoons & phases of first year**

**teaching. –** Angie

1. **Closing out the semester HO (handout)**

Provide suggested steps to wrapping up the semester.

Explain the Skyward HO (rounding, etc) while teachers reference their own grade books.

**2. Procedures Checklist HO**

* General Procedures
* Monitoring Progress
* Providing Feedback
* Procedures to Rehearse

**3**. **Share & Steal**

**•** Novice and veteran teachers share successful procedures.

* Novice & veteran teacher Q & A.

4. **Close**

•Cartoon to reiterate the assistance PAG wants to provide.